

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
CME ASSOCIATES TO PROVIDE SUPPLEMENTAL
WASTEWATER COLLECTION SYSTEM OVERSIGHT SERVICES
FOR THE NORTH BRUNSWICK WASTEWATER SYSTEM**

WHEREAS, the Township of North Brunswick has a need to acquire Wastewater Collection System Oversight services for the municipally owned and operated wastewater system; and

WHEREAS, on October 5, 2015, the Township Council approved resolution 267-10.15 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of two proposals for said professional services on November 13, 2015; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommended the award of contract PRO16019 to Stantec Consulting Services, Inc. (81 East Water Street – Suite 2C, Toms River, New Jersey 08753) to serve as the lead firm to provide Wastewater Collection System Oversight services; and

WHEREAS, in addition, the Evaluation Committee recommends the firm CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide supplemental Wastewater Collection System Oversight services, as needed, for calendar year 2016; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by CME Associates to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with CME Associates to provide supplemental Wastewater Collection System Oversight services, as needed, for calendar year 2016; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2016, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with CME Associates to provide supplemental Wastewater Collection System Oversight services, as needed, for calendar year 2016.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
WASTEWATER COLLECTION OVERSIGHT SERVICES
REQUEST FOR PROPOSAL PRO16019
DECEMBER 22, 2015

North Brunswick Department of Public Works desires the services of a professional firm to assist in the wastewater collection oversight.

The Township Council passed a resolution authorizing the solicitation of proposals for this through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three person committee comprised of the following individuals:

Rob Lombard, Business Administrator

Justine Progebin, Assistant Business Administrator/Purchasing Agent

Eric Chaszar, Acting Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to reviewed proposals submitted for legal compliance.

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the proposal evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each area. The established weighting criterion was as follows:

- History and Understanding of Service- 0-30 points
- Prior Experience of Individual/ Team Identified- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing model- 0-20points

On October, 5, 2015, the Township Council passed resolution 267-10.15 authorizing the solicitation of proposals for said service. The following two proposals were received by the submission deadline of November 13, 2015.

Stantec
50 West 23rd Street
New York, NY 10010-5272

CME Associates
3141 Bordentown Avenue
Parlin, NJ 08859

The committee members individually reviewed each proposal and then met together on December 2, 2015. The committee discussed the proposals, sharing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

It was discussed that Stantec and CME Associates have participated in Township Public Work Sewer Meetings in the past and have an understanding of the Township's history.

Stantec is currently providing wastewater collection oversight services directly and has a slightly greater knowledge in understanding the needs and expectations of the Sewer Division. They scored the highest points overall at 225. Stantec had no exceptions; CME did have one exception to pricing model with a slight increase in the supporting staff.

As a result of the evaluation on December 2, 2015, the committee recommends that both firms: Stantec and CME Associates be authorized firms based upon overall scoring on the criteria established and review of the proposal